



# EMPLOYEE HOUSING RENTAL APPLICATION

PLEASE REVIEW AND ADHERE TO THE INFORMATION

## ELIGIBILITY REQUIREMENTS:

1. Full-time Navajo Nation employees and their immediate family members (spouse, children) shall be permitted to reside in Navajo Nation–owned houses.
2. Temporary employees, seasonal employees, employees not completed with their Introductory Period (90-days), and chapter officials are not eligible for Navajo Nation–owned Employee Housing.
3. When an Employee Housing Rental application is submitted, it will be kept on file if the application is updated yearly.
4. **ALL APPLICATIONS MUST HAVE I.D. CARDS FOR ALL HOUSEHOLD MEMBERS OVER 18. If not included, the application is incomplete.**

## APPLICATIONS:

1. Waiting list of applicants is maintained by the date the application is received by Program.
2. Applicants who refuse an assignment will be removed from the housing list.
3. Applicants may voluntarily remove their names from the waiting list with a written request to the Program.
4. The applicant and their household occupants occupying a unit shall not exceed the maximum occupancy standards or have more than one (1) family occupying a unit.

## ASSIGNMENTS:

1. Housing assignments shall be made in the following order: a) Political appointees (Executive & Legislative) and Professional Positions (Judicial) b) Public Safety Officials c) Regular Full-Time Employees
2. Housing assignments are determined by official family composition and on the availability of housing units.

## TRANSFERS:

1. If a transfer request is granted to a current Lessee, the Lessee will have fourteen (14) calendar days to move from their current unit into their re-assigned unit. No Exceptions.
  - a) A charge of \$175.00 will be applied to the transfer to cover utility fees. All fees required by NTUA MUST be paid in full before a housing assignment is complete.
  - b) Failure to transfer to the newly assigned unit will place the Lessee on a double occupancy status. This will result in additional rental and utility charges. NO Exceptions.

## OTHER INFORMATION:

1. Employee Housing Program reserves the right to deny housing to applicants and/or household occupants convicted of crimes under Federal, State and Navajo Nation laws. In the interest and safety and security of the Employee Housing residential housing units the EHP may verify household occupants.
2. Pets (pets refer to dogs or cats ONLY) required a non-refundable deposit of \$125.00 for the first pet; \$125.00 for the second pet; \$175.00 for the third pet; \$175.00 for the fourth pet.
  - a) Vaccination, Licensing information, and a photo is required for EACH pet.
  - b) Please be aware that certain housing units have NO pets allow.
3. A security deposit equal to one month's rent is REQUIRED within 30 days of assignment.



# EMPLOYEE HOUSING RENTAL APPLICATION

\_\_\_\_ New Application

\_\_\_\_ Update to App. on file

\_\_\_\_ Transfer Request

Date: \_\_\_\_\_

- Applicant(s) must be full time Navajo Nation employees.
- Temporary, seasonal, and employees on their Introductory Period (90-days) are NOT eligible.
- If assigned a unit, and you refused that assignment, your application will be removed from our listing.
- **PLEASE WRITE LEGIBLE and NO ACRONYMS or ABBREVIATIONS.**

## APPLICANT INFORMATION

Fill in all information, or it is incomplete

☐ Political Appointee    ☐ Professional Position    ☐ Regular Status Employee

If you are a Political Appointee (Executive/Legislative) or in a Professional Position (Judicial), please attach letter from the Branch Chief indicating this information.

### Primary Applicant

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Social Security#: \_\_\_\_\_ Office Phone No.: (    ) \_\_\_\_\_  
Phone No.: (    ) \_\_\_\_\_ Department Name: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Division: \_\_\_\_\_  
Current Gross Income: \$ \_\_\_\_\_ Length of Employment: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Physical Residence: \_\_\_\_\_

### Secondary Applicant (if applicable)

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Phone No.: (    ) \_\_\_\_\_ Office Phone No.: (    ) \_\_\_\_\_  
Current Gross Income: \$ \_\_\_\_\_ Work Site: \_\_\_\_\_

## OTHER OCCUPANTS THAT WILL BE LIVING WITH YOU

↓ \*Include copy of ID for those 18 and older!

FULL NAME	RELATIONSHIP	AGE*	EMPLOYER (if applicable)

## UNIT SIZE REQUESTED

### SELECT ONE OPTION

Date Received  
(Program Use)

- ☐ Efficiency Apartment (studio) (ONE person only)
- ☐ 1 Bedroom Apartment (ONE or TWO people only)
- ☐ 2 Bedroom Apartment/Mobile Home (TWO to FOUR people only)
- ☐ 3 Bedroom House/Mobile Home (THREE to SIX people only)
- ☐ 4 Bedroom House (FOUR to EIGHT people only)

- continue on reverse -

**PERSONAL INFORMATION**

Have you or any member of your household ever been convicted of a crime?

☐ Yes

☐ No

*The information provided will be verified for security purposes.*

Explain: \_\_\_\_\_

Are you or any member of your household a registered sex offender?

☐ Yes

☐ No

*The information provided will be verified for security purposes.*

Do you have pets? (pet deposit required)

☐ NO

☐ YES

List Pets: \_\_\_\_\_

*If so, an approved Acknowledgment Form must be signed and on file for each pet with Employee Housing.*

**REFERENCES (non-relative, non-friend)**

NAME	PHONE #	ADDRESS	RELATIONSHIP
1.			
2.			

**REASON(s) FOR APPLICATION**

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I authorize the Employee Housing Program to investigate information provided on this application, including information provided on all individuals over 18. Incomplete, inaccurate or falsified information will be grounds for a decline response regarding this rental application or a termination of the tenancy if discovered after the tenancy commences. In addition, the secondary applicant (if applicable) will have access to assignment information on file and will be authorized to request services and including services that may be billed.

\_\_\_\_\_  
Primary Applicant

\_\_\_\_\_  
Secondary Applicant

\_\_\_ Copy of Driver's License(s) OR Identification Card(s) for all individuals in household over 18

*Information provided verified with public safety (local/state)*

**REQUIRED: UPDATE HOUSING APPLICATION ON A YEARLY BASIS!**